**Executive Board Requirements**

1. **Purpose**

The purpose of this form is to fulfill the Constitutional responsibility of the President to “prescribe Executive Board Member requirements in an *Executive Board Requirements* document*”,* as stated in **Article XIII, Section 8.01, Clause 1** of the Lone Star College-Kingwood Student Government Association Constitution.

1. **Expectations of Executive Board Members**

The privilege of membership on the Executive Board carries with it certain expectations for the benefit of the student body. Members must:

* + 1. Fulfill duties outlined in the Lone Star College-Kingwood Student Government Association Constitution.
		2. Fulfill duties assigned throughout the year by the President or the Student Government Advisor.
		3. Punctual attendance at Officer Meetings, General Assemblies, Congress of Clubs, and other meetings according to meeting minutes.
		4. Respond to all communications (including e-mail) pertaining to Student Government Association in a timely manner (no more than 48 hours).
1. **Definitions**
	* 1. Incident - violation of the expectations set in this document.
		2. Tardy – occurs when an executive board member arrives in the first fifteen minutes after the set meeting time.
			1. Example: Arriving between 2:01-2:15 PM when the set meeting time is 2:00 PM.
		3. Set meeting time – any meeting that has been scheduled and is documented in previous meeting minutes or other written communication. These meetings should be announced at least two weeks before the meeting.
			1. In the event of any meeting announced less than two weeks beforehand, the executive board members will accept the meeting in writing.
		4. Absences – an executive board member arrives after the first fifteen minutes after the set meeting time, or does not show up to the meeting at all.
2. **Accountability**
	1. All executive board members must be held to the same standards. Members who are unable to meet the requirements will be issued a verbal warning by the SGA President (or the Chapter Advisor). Subsequent incidents will be followed by written warnings. After a third written warning, the student will be removed from his/her position.
		1. To eliminate any possible character defamation, details of student incidents should be discussed at a minimum.
3. **Appeals**
	1. A process is established to allow a dismissed student the opportunity to dispute the documented incidents. An appeals committee will consist of:
		1. The SGA Chapter Advisor
		2. The Dean of Students
		3. A student from outside the SGA
	2. Appeals process
		1. The student should submit a written appeal to the appeals committee for review. The committee has 7 working days to review the appeal and reach a decision. Within 7 working days of submitting the appeal, the student must be notified of the final committee decision.

**By signing below, I agree that I have read and understand the terms above.**

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Student Name (Print) Student Signature Date